

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** **EMPLOYEE RELATIONS ANALYST**  
(Human Resources Analyst)

**CITY:** **SAN FRANCISCO, CA**

**JOB REQUISITION:** **2607**

### OVERVIEW

The Employee Relations Analyst (Human Resources Analyst) is responsible for providing guidance and direction regarding employee relations activities to AOC management and employees (600+) and in accordance with established guidelines and administrative practices of the AOC. Primary responsibility areas for the Employee Relations Analyst include employee performance, coaching and counseling, discipline, employee development, and complaint investigation and resolution. The work of the Employee Relations Analyst requires regular and frequent interaction with the senior leadership of the AOC, including managers and division directors.

### DEPARTMENT STATEMENT

#### LABOR AND EMPLOYEE RELATIONS UNIT

The Labor and Employee Relations Unit provides employee and labor relations services to California's Administrative Office of the Courts (AOC), Habeas Corpus Resource Center, Commission on Judicial Performance, and appellate courts. In addition to the direct services provided to these judicial branch agencies, the unit supports the state's judicial system by offering expert advice to the 58 superior courts on employee relations policy, collective bargaining, and labor relations training.

### RESPONSIBILITIES

- Advises and proposes solutions to AOC management regarding employee relations issues affecting the organization;
- Counsels AOC management to ensure compliance with relevant labor and employment laws;
- Conducts employment related investigations and analyzes data to arrive at valid conclusions, recommendations, and plans of action;
- Builds and maintains positive, collaborative relationships both internal and external to the organization;
- Exercises sound judgment and makes professional decisions in a manner consistent with the practices of the AOC;
- Assists employees, supervisors, and AOC's senior leadership to settle work-related conflicts through advice and recommendation;
- Develops targeted training sessions on employee relations topics and conducts on-going needs analyses for any necessary training;
- Provides training and consultation on performance management issues;
- Reviews and analyzes a variety of requests relating to employee relations and makes required recommendations for their resolution;
- Resolves sensitive discipline and/or complaint issues;
- Consults on complex personnel practices and policy guidance;
- Performs complex/specialized on-site investigations;
- Conducts special research/studies on employment relations; and
- Performs other employee relations related duties as assigned.

## QUALIFICATIONS

Equivalent to a bachelor's degree (preferably with major course work in human resources, public or business administration or organizational psychology) and three years of professional analytical experience in the field of employee relations that has included some combination of the following:

- Applying theories, principles and practices of EEO, dispute resolution, performance management, and employee recognition and training programs that result in technical guidance and staff assistance;
- Conducting employee relations related interviews and investigations;
- Extensive knowledge of applicable state and federal employment and labor laws and governmental compliance requirements;
- Ability to build and maintain positive relationships, both internally and externally;
- Performing of complex employee relations duties requiring independent judgment and analysis;
- Problem solving and advising on sensitive and/or controversial matters; and
- Ability to prepare comprehensive written correspondence, reports, and presentations to senior leadership.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the years of required experience.

OR

Two years as a Staff Analyst II with the judicial branch in human resources management.

Candidates must be available to work occasional evening and weekend hours and travel statewide when necessary.

In addition, to the minimum qualifications listed above, desirable qualifications include:

- Demonstrated experience inspiring trust and confidence with employees, supervisors and senior leadership;
- Ability to manage time sensitive work through multi-tasking, prioritizing, and meeting critical project deadlines;
- Excellent interpersonal, customer service, and communication skills;
- Ability to meet goals and objectives and provide employee relations services in the most effective and time sensitive manner.

## HOW TO APPLY

To ensure earliest consideration of your application, please immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "**Human Resources**", and search for **Job Req-2607, Employee Relations Analyst**. This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To obtain a printed application, please visit:

### **Administrative Office of the Courts**

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

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## PAY AND BENEFITS

**SALARY RANGE:** \$5,325 - \$6,471 per month

(The starting salary will vary between \$5,325 - \$5,858)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program

- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
EMPLOYEE RELATIONS ANALYST  
(Req. #2607)**

1. Provide a brief summary of your most complex work relative to applying theories, principles and practices of EEO, employee relations, performance management, and training. If none, please state "none".
  
2. Provide a brief summary of your most complex work relative to conducting interviews and investigations. If none, please state "none".
  
3. Provide a brief summary of your most complex work relative to investigating complaints. If none, please state "none".
  
4. Provide a brief summary of your most complex work relative to coordinating and performing complex employee relations duties requiring independent judgment. If none, please state "none".
  
5. Provide a brief summary of your most complex work relative to problem solving and advising on sensitive and/or controversial matters. If none, please state "none".